

Tasking Memorandum No. 00-102**Memorandum For** Cdrs DCMDs, DCMC CAOs**Subject:** Contract Safety Workshop**Date:** January 18, 2000**Suspense Date:** February 7, 2000**Target Audience:** All Contract Safety Personnel**New Information/Guidance/Tools:**

- The 2000 Contract Safety Workshop is scheduled for March 6-10. The workshop will be held at the Radisson Plaza Hotel, Fort Worth, TX. Call (817) 870-2100 for reservations. Please state that you are reserving under the "DCMC" block in order to receive Government Per Diem. The Government rate is \$94. Each individual will be responsible for making his/her own reservation by COB February 7, 2000. After this date, rooms will return to the hotel inventory for general sale.
- Each individual should plan to arrive on Monday, March 6, 2000 prior to the start of the workshop at 2:00 p.m. The workshop will conclude at 11:00 A.M. Friday, March 10, 2000. Contract safety personnel should plan their departure accordingly. DFW International Airport is approximately 20 minutes from the hotel. Rental cars are not authorized for this workshop. Shuttle service to and from Dallas Fort Worth International Airport is \$8.00 each way.
- Attendance is mandatory for all Contract Safety personnel. This training is funded through the Headquarters Directed Travel. The PLAS course code for the above workshop is 217C.
- [Workshop agenda.](#)

Point of Contact for Further Information:ljames@dcmchq.dla.mil, DCMC-OB, (703) 767-3422, DSN 427-4322**Signature:**

Robert Schmitt
for: JILL E. PETTIBONE
Executive Director
Contract Management Policy

**Contract Safety Workshop Agenda
March 6-10, 2000****March 6, 2000**

| | | | |
|------|------|---|-----------------|
| 2:00 | 2:30 | Welcome Remarks | James/W. Easter |
| 2:30 | 3:00 | Contract Safety Chapter 5.3 | James |
| 3:00 | 3:15 | Break | |
| 3:15 | 5:00 | Defense Information Repository Automated System | S. Tumosa |

March 7, 2000 JO 7 - Integrated Surveillance Training

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|-------|-------|--|-----------|
| 8:00 | 8:50 | Course Introduction | C. Sluder |
| 8:50 | 9:00 | Break | |
| 9:00 | 9:50 | ITP Procurement Process | |
| 9:50 | 10:00 | Break | |
| 10:00 | 10:50 | ITP Procurement Process | |
| 10:50 | 11:00 | Break | |
| 11:00 | 11:50 | ITP Procurement Process | |
| 11:50 | 1:00 | Lunch: | |
| 1:00 | 1:50 | Contract Receipt, Review & DCMC Assignment | |
| 1:50 | 2:00 | Break | |
| 2:00 | 2:50 | Contract Receipt, Review & DCMC Assignment | |

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|------|------|----------------------------|
| 2:50 | 3:00 | Break |
| 3:00 | 3:50 | Quality Control Procedures |
| 3:50 | 4:00 | Break |
| 4:00 | 4:50 | Receiving |

March 8, 2000 JO 7 - Integrated Surveillance Training

C. Sluder

| | | |
|-------|-------|---|
| 8:00 | 8:50 | Storage & Handling |
| 8:50 | 9:00 | Break |
| 9:00 | 9:50 | Storage & Handling |
| 9:50 | 10:00 | Break |
| 10:00 | 10:50 | Storage & Handling/Issuing Processes (Part 1) |
| 10:50 | 11:00 | Break |
| 11:00 | 11:50 | Issuing Processes (Part 1) |
| 11:50 | 1:00 | Lunch: |
| 1:00 | 1:50 | Issuing Processes (Part 2) |
| 1:50 | 2:00 | Break |
| 2:00 | 2:50 | Issuing Processes (Part 2) |
| 2:50 | 3:00 | Break |
| 3:00 | 3:50 | Special Processes (Part 1) |
| 3:50 | 4:00 | Break |
| 4:00 | 4:50 | Special Processes (Part 2) |

March 9, 2000 JO 7 - Integrated Surveillance Training

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|-------|-------|--|
| 8:00 | 8:50 | Special Processes (Part 2) |
| 8:50 | 9:00 | Break |
| 9:00 | 9:50 | Special Processes (Part 2)/Facility Capability Study |
| 9:50 | 10:00 | Break |
| 10:00 | 10:50 | Facility Capability Study |
| 10:50 | 11:00 | Break |
| 11:00 | 12:50 | DCMC Surveillance Program/Fraud, Waste & Abuse |
| 12:50 | 1:00 | Lunch: |
| 1:00 | 4:30 | Field Trip |

March 10, 2000

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|-------|-------|---|--------------|
| 8:00 | 9:30 | Wrong Brothers Exercises and Conclusion | C. Sluder |
| 9:30 | 9:45 | Break | |
| 9:45 | 10:00 | Mishap Notification/ Demilitarization Operation | James |
| 10:00 | 10:15 | DOD 4145.26-M, Contractors Safety Manual | Peltier |
| 10:00 | 11:00 | Question and Answer Segment | James/Easter |